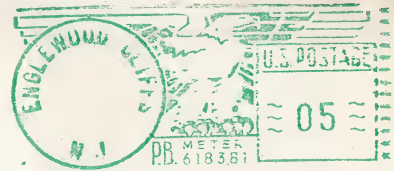T NELSON
T NELSON SYS CONSULT
PO BOX 3
SCHOOLEYS MOUNTAIN   NJ 07870

Prentice-Hall, Inc.

invites you to inspect
without charge or obligation
this vital guide for all data processing users:

Manual of Computer Documentation
Standards with Forms

by ROBERT S. KUEHNE, HERBERT W. LINDBERG, *and* WILLIAM F. BARON

ANNOUNCING: A complete set of standards for
documenting your computer programs -- including
all the forms you'll need -- ready to use at
once in any EDP installation. . .large or small.

Dear Sir:

If your computer operation is like most -- and the chances are 10 to 1 it is -- your
systems people and programmers virtually must "reinvent the wheel" every time a new
program is to be installed, or even an old program streamlined and brought up to date.

Why so? Because most systems are poorly documented, if at all. Often because they
were put in so fast, no one got around to formalizing the procedures in writing.
Frequently because the systems man, or the programmer, left the company. . .and took
the "key" with him.

But mostly because computer users have not had -- until now -- a set of ready-to-apply
documentation standards suitable for any hardware or data processing departmental
configuration.

You will be glad to know, then, that those standards now exist
-- complete and ready for use, without need for modification
unless you desire it. I will be ready to place them in your
hands soon, in Prentice-Hall's forthcoming MANUAL OF COMPUTER
DOCUMENTATION STANDARDS with FORMS. You may use the enclosed
card to order a copy for free inspection.

These standards are a set of procedures and reproducible forms which will guide you
in recording in permanent form the answers to:

1. What does the system do?   2. How does it work?
3. Who approved each step?   4. How can the system be modified?
               5. Which form is sent to whom, and when?

. . . and all the other hundreds of details about each system that now probably exist only in the minds of your personnel.

The MANUAL was created by Advanced Management Systems, of Santa Ana, California, a consulting firm which has offered its contents as a special service to its clients. This "Documentation Standards Package" has met with such success in actual use that AMS has agreed to have Prentice-Hall publish it for the benefit of all electronic data processing users. . .at a fraction of the price charged while the "Package" was being developed.

The MANUAL OF COMPUTER DOCUMENTATION STANDARDS WITH FORMS is not the usual treatise -- not even a "how-to-do-it" textbook; the work is already done for you. You can actually take it to your systems engineers, your programmers, or wherever your EDP is actually done, and say:

> "Here. . .let's check our operations against these standards, and let's get our systems documented once and for all. . .so we don't have to start from scratch if someone leaves, or if a change is called for."

Once your entire roster of computer systems is documented, you need no longer fear the chaos that usually results when personnel changes; your systems can go on indefinitely. But apart from this important security, the MANUAL's standards:

-- help eliminate duplication of work, overlapping functions, and wasteful use of resources. Data processing jobs can be completed sooner, with fewer hands at the wheel.

-- make continuous, systematic improvements possible. Since each job is always handled in the same way, you can study it in its "frozen" state -- very difficult to do where there is no uniformity of procedure.

-- are superb training aids for new people. Since each step is carefully explained -- in plain English, by the way, not in "computerese" -- the new programmer or systems man requires less formal instruction and supervision. He picks up the routines faster, makes fewer mistakes. . .and he is actually documenting the program for all time as he goes along from one logical step to the next.

THE "MATRIX" -- A POWERFUL, VISUAL CONCEPT OF THE COMPLETE SYSTEM

An important part of the MANUAL is the "EDP Documentation Standards Matrix" (illustrated in reduced size on the opposite page of this letter) which relates functional tasks to procedures. The "Matrix" graphically illustrates how the MANUAL OF DOCUMENTATION STANDARDS:

-- affords you visual control downward, through all the strata of data processing activity -- so you can tell at what stage any given program is at any given time.

-- gives your staff personnel visibility upward -- so each member will have a better understanding of the tasks to be done.

-- is a valuable control tool for management at any level. At the same time, the "Matrix" -- as its name implies -- supplies you and your company with a format for the steps to be taken in an orderly, timely, successful computer program development and installation.

Procedure 1.9
COST INFORMATION

PURPOSE

This procedure provides a cost estimate for the development, imple-
mentation, and operation of the system.

PREPARATION

Completed during the functional task *Prepare Cost Information (A.1*

RESPONSIBILITY

Analyst.

FORMS

Cost Information Form No. 13.

FILING

Data Processing Folder.

ENTRIES

1. Man-hours
   1a. Organization: Organization name.
   1b. Expenses: Man-hours and total dollars, by organ
       each phase of the system.
   1c. Total: Totals for each organization.
   1d. Total: Totals for each phase.
2. Equipment
   2a. Organization: Organization name.
   2b. Expenses: Equipment cost, by organization, fo

COST INFORMATION FORM NO. 13

System Name:

Page _____ of _____
Date:
Prepared by:

Manhours and Costs	System Design		Programming		Testing		Implementation		Total	
	MH	Dollars	MH	Dollars	MH	Dollars	MH	Dollars	MH	Dollars
	①a	①b								①c
Total	①d									
Equipment	Hrs.	Dollars	Hrs.	Dollars	Hrs.	Dollars	Hrs.	Dollars	Hrs.	Dollars
	②a	②b								②c
Total	②d									

Organization	Frequency	Annual Operation							
		Costs per Frequency ③c				Costs per Year			
		MH	Dollars	Equipment	Dollars	MH		Dollars Year	
③a	③b								

EDP DOCUMENTATION STANDARDS MATRIX
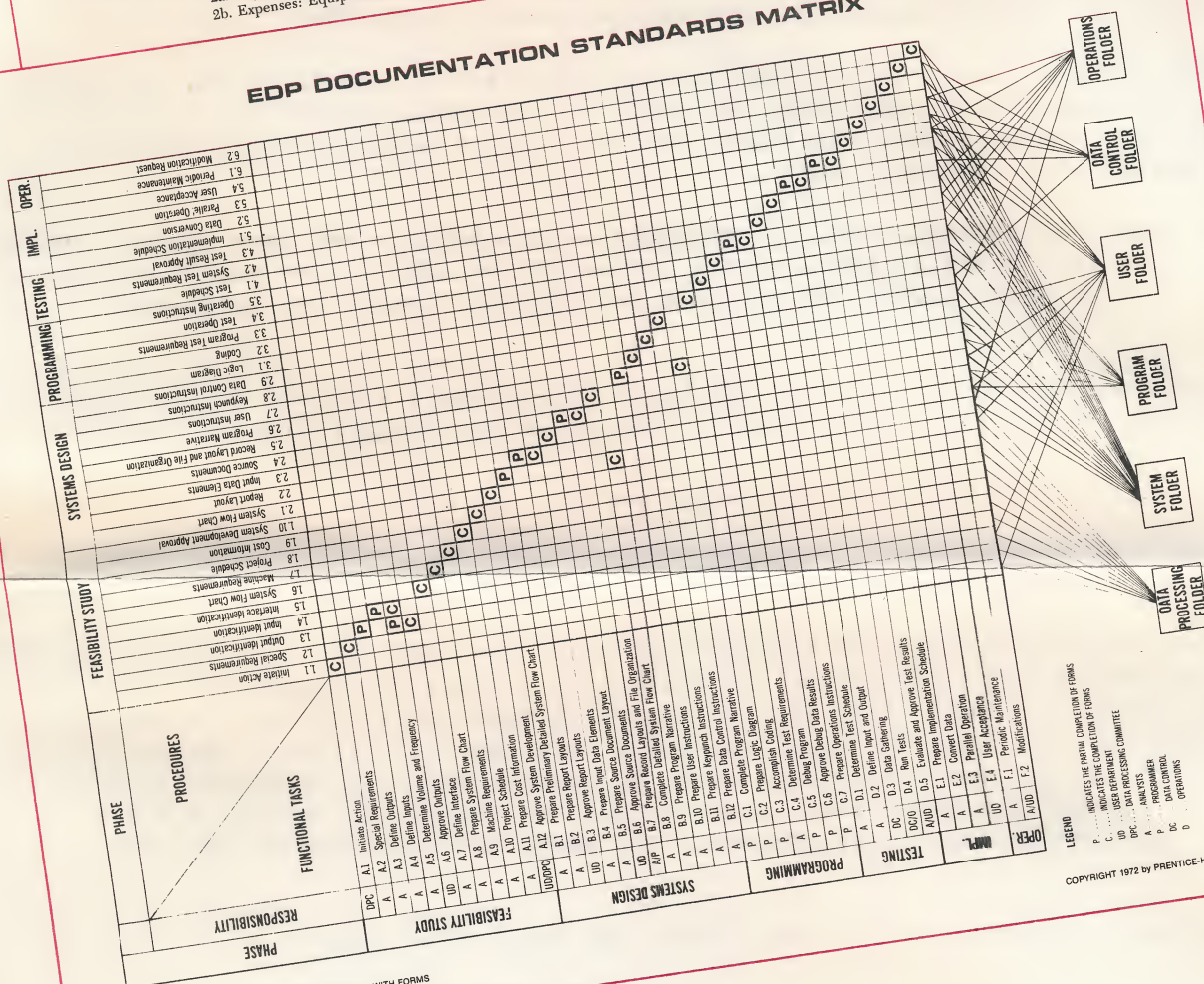
LEGEND
P — INDICATES THE PARTIAL COMPLETION OF FORMS
C — INDICATES THE COMPLETION OF FORMS
UD — USER DEPARTMENT
UDPC — USER PROCESSING COMMITTEE
DPC — DATA PROCESSING COMMITTEE
A — ANALYSTS
P — PROGRAMMER
DC — DATA CONTROL
O — OPERATIONS

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MANUAL OF COMPUTER DOCUMENTATION STANDARDS WITH FORMS

The MANUAL itself gives you the step-by-step procedures for implementing a program along tested, standard lines -- while _documenting_ all the way.

By means of annotated forms (such as is illustrated at the top of the previous page) the MANUAL's user is guided thru all steps of the programming process, including:

      -- the _feasibility study_, from the first request for a new system to the go-ahead for systems design,

      -- _systems design_, from the first flow chart to the final completed systems concept,

      -- _programming_, from the logic diagram through coding to a satisfactory systems test,

      -- _implementation operation_. . .right on to the steps to be planned for _periodic maintenance_ and possible _modification_.

<p align="center">FULL SET OF FORMS MASTERS, READY FOR ECONOMICAL DUPLICATION</p>

Another vital section of the MANUAL OF COMPUTER DOCUMENTATION STANDARDS _WITH_ _FORMS_ is the _forms themselves_ -- clean, sharp "copy" from which you can duplicate, in any quantity you wish, any of the 42 working forms. The forms are loose, in a separate pocket up front. . .easily accessible any time you wish to copy them.

The standards and procedures in the body of the MANUAL are as comprehensive as can be. They touch every base, highlight every alternative, are applicable to any type of computer hardware configuration available, and any type of organizational structure, inside or outside your company. But. . .

. . .you may wish to eliminate some of the steps -- or elaborate on some others. In either case, the last section of the MANUAL guides you in making your modifications while insuring that your custom-made programs are logical, sound, and permanently documented.

The MANUAL will be coming off press in the near future, and I strongly advise that you see it. You can do so, without cost or obligation to yourself or your company.

     Simply fill in and return the enclosed reply card. When the MANUAL
     arrives, examine it thoroughly for ten days -- and decide whether or
     not you wish to adopt the standards for your company. If you decide
     against it, simply return the MANUAL, and our billing will be cancelled.

If you decide to put the MANUAL OF COMPUTER DOCUMENTATION STANDARDS _WITH_ _FORMS_ to work, only then will you put through payment at $150, plus postage and handling. I remind you that the price is a small fraction of the charge made to its clients by Advanced Management Systems while the "Package" was being developed. It is also many times less than it would cost you to develop, test, and refine your own standards from scratch -- if you had the staff time to do it; and, of course, it is only a tiny fraction of your investment in the computer. It would be a good buy at ten times the price!

Why not have your secretary fill in and return the reply card today?

                                     Sincerely yours,

                                     Stephen Green

                                     STEPHEN GREEN

X-CD/G

ACCEPTANCE OF TRIAL EXAMINATION COPY

Manual of Computer Documentation Standards <u>with Forms</u>

PRENTICE-HALL, INC., *Business & Professional Books Division*

Please send, just as soon as it is off the presses, a copy of the "MANUAL OF COMPUTER DOCU-MENTATION STANDARDS," for me to examine . . . *even use* . . . for a full ten days after receipt. If I find that it proves of value to me, and I wish to keep the MANUAL, I will put through payment at $150.00, plus postage and handling. If not, the book will be returned, and we will be under no further obligation.

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